

# Kentucky Department of Education eProve™ Diagnostics User Manual



## **eProve and Improvement Planning:**

The collaborative process associated with school and district improvement efforts allows shareholders an opportunity to establish and address priority needs, evaluate district funding, and determine a process for closing achievement gaps between identified subgroups of students. Additionally schools and districts build upon their capacity for high-quality planning by making connections between academic resources and available funding to address targeted needs. Kentucky's schools and districts are required to upload several diagnostics related to continuous improvement efforts in eProve.

## **Continuous Improvement Timeline:**

There are four phases that complete the diagnostic timeline in eProve. Each phase has an opening date which aligns to when the diagnostic will be made available in eProve while the ending date is the due date for that/those diagnostic(s). For example the Continuous Improvement Diagnostic will open August 1 in eProve and it must be completed by October 1 in eProve. The specific timeline is as follows:

### **Phase One: August 1 - October 1**

- Continuous Improvement Diagnostic for Schools
- Continuous Improvement Diagnostic for Districts

### **Phase Two: October 1 - November 1**

- The Needs Assessment for Schools
- The Needs Assessment for Districts
- School Assurances
- District Assurances
- School Safety Report
- District Safety Report

### **Phase Three: November 1 - January 1**

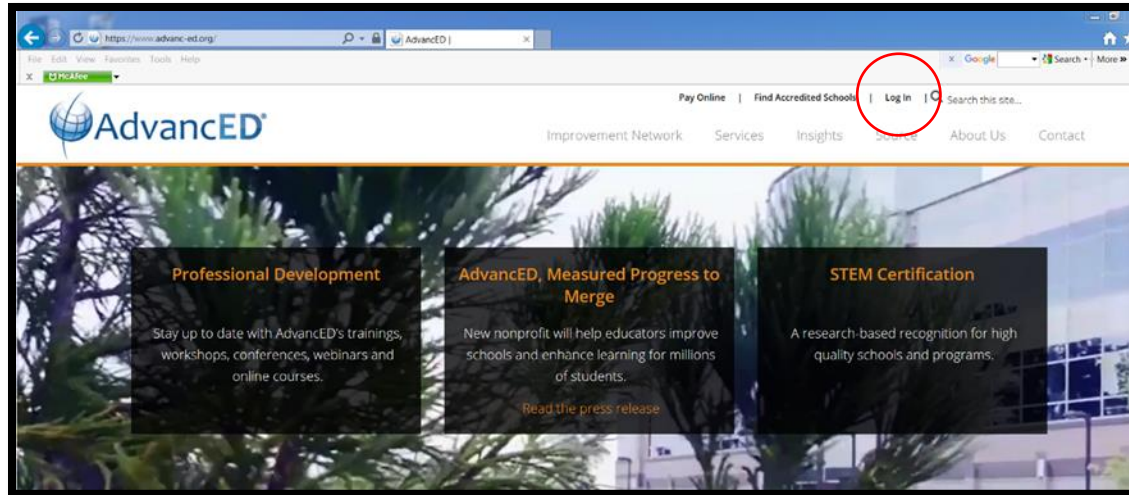
- Comprehensive Improvement Plan for Schools
- Comprehensive Improvement Plan for Districts
- Closing the Achievement Gap Diagnostic
- Executive Summary for Schools
- Executive Summary for Districts
- The Superintendent Gap Assurance
- Title I Annual Review Diagnostic

### **Phase Four: January 1 - December 31**

- Progress Monitoring

## Accessing eProve

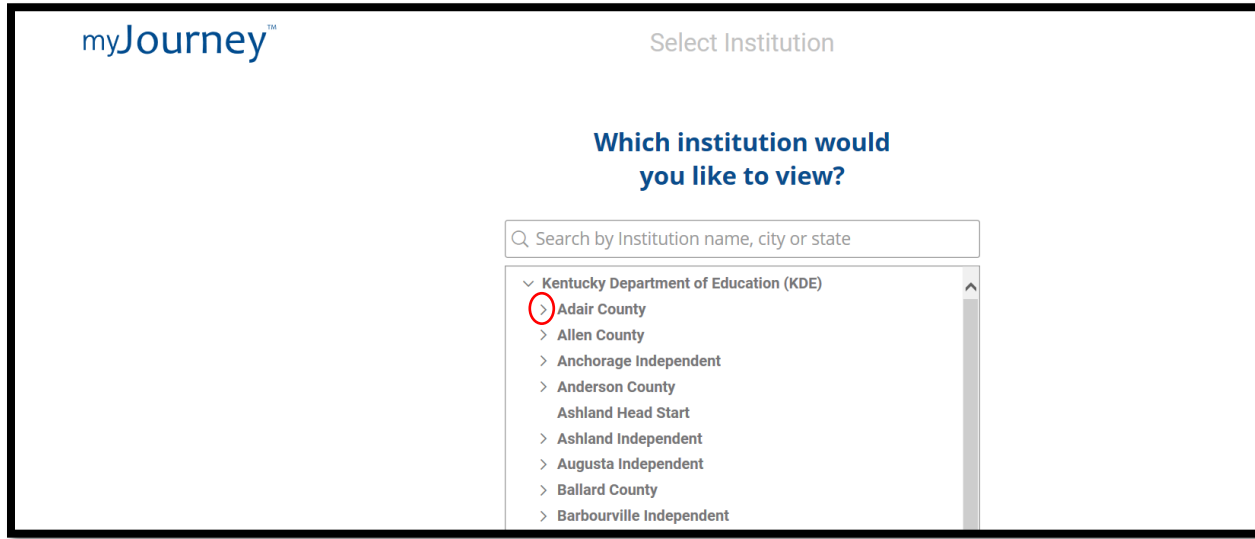
1. To login to eProve, please visit <https://www.advanc-ed.org/> and select *Log In* at the top of the screen.



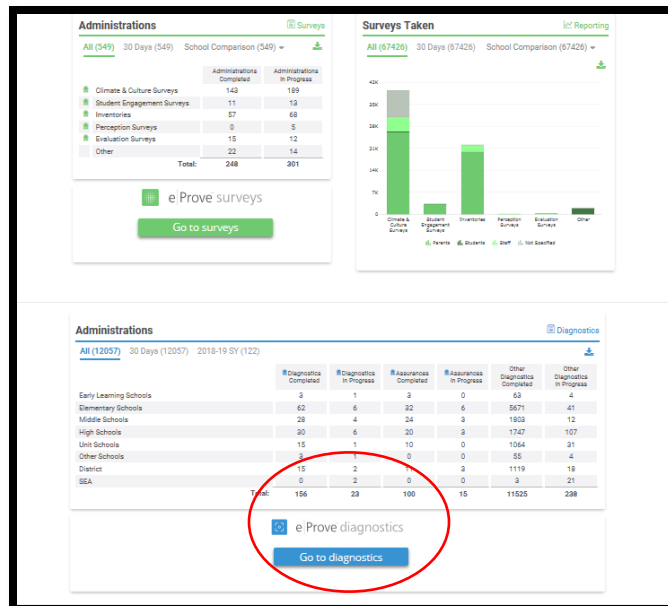
2. Enter your login information (email address and password) on the screen that follows. **NOTE:** If you are unable to login, please contact your district's eProve administrator to obtain rights to the platform. In the event that person is unavailable to assist you, please contact KDE at (502) 564-3791.

A screenshot of the AdvancED login page. The page has a white background with a black border. At the top, the word 'Login' is centered. Below it, there are two input fields: 'Email Address' with the placeholder text 'firstname.lastname@education.ky.gov' and 'Password' with a masked password of ten dots. A blue 'Login' button is positioned below the password field. At the bottom, there are two links: 'Request Password' and 'Contact us for login help'.

3. Select your institution from the drop down menu by first locating your district/institution from the menu and then selecting your school after selecting the dropdown arrow by your district/institution. If you are a district level administrator you have rights to all of the schools in your district.

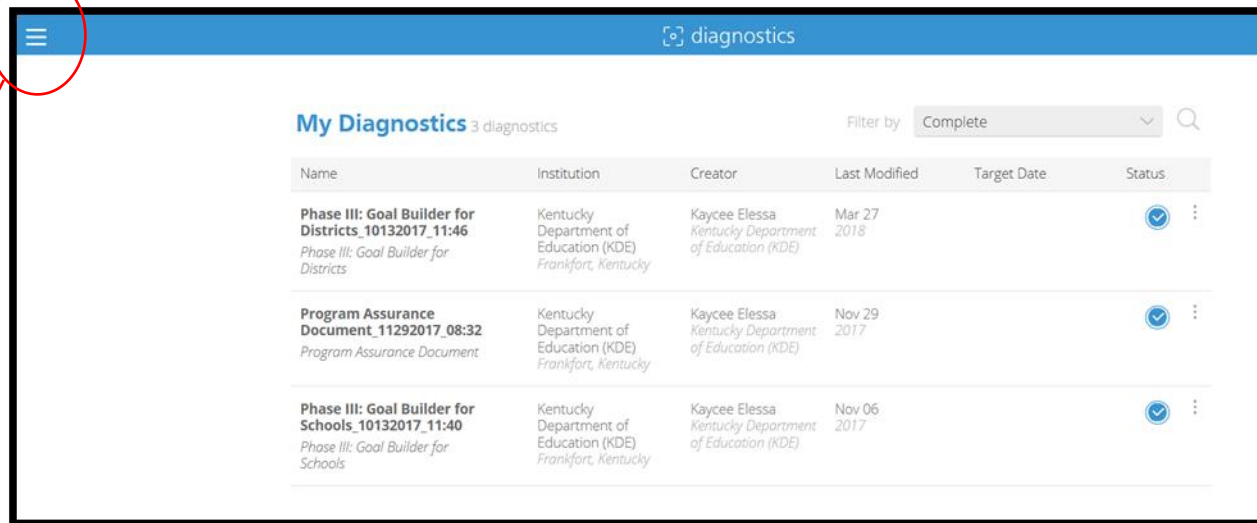


4. Once you have selected your institution, you will automatically be referred to the eProve dashboard page, which houses several eProve features. Locate the section with eProve diagnostics and select the *Go to diagnostics* button.

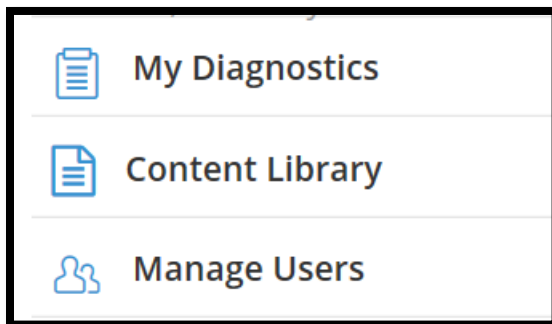


## Adding an eProve User

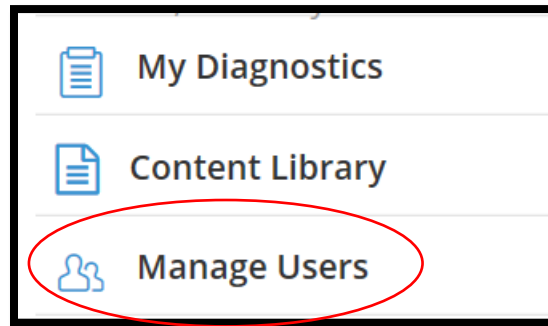
1. After having completed the login process on pages 3-4 of this user manual, you will be routed to the *My Diagnostics* page, which should resemble the image below. The hamburger button (three lines) in the upper left hand corner will allow you to add users. Select the hamburger button and the following three options will appear: *My Diagnostics*, *Content Library*, and *Manage Users*. **Note:** If you do not have administrator rights, you cannot grant someone user access. It is best practice to limit administrator access per district/school. User access allows the person to view and edit diagnostics at the district and/or school level(s).



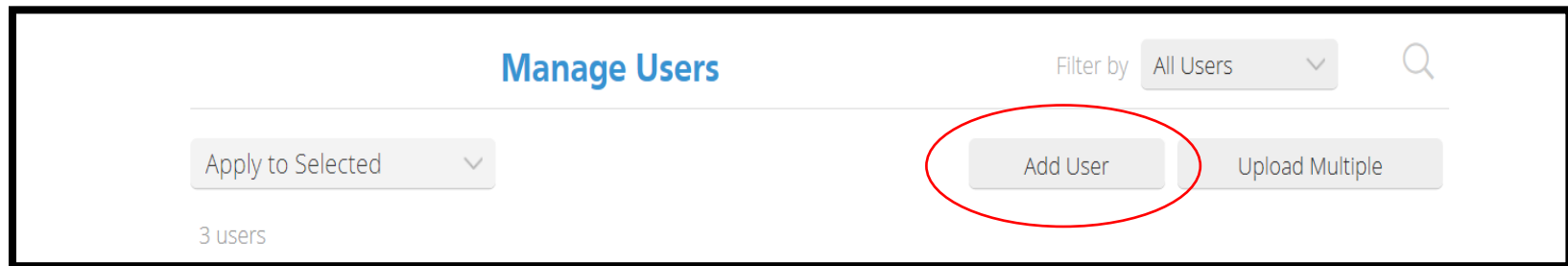
Name	Institution	Creator	Last Modified	Target Date	Status
<b>Phase III: Goal Builder for Districts_10132017_11:46</b> <i>Phase III: Goal Builder for Districts</i>	Kentucky Department of Education (KDE) Frankfort, Kentucky	Kaycee Elessa Kentucky Department of Education (KDE)	Mar 27 2018		✓
<b>Program Assurance Document_11292017_08:32</b> <i>Program Assurance Document</i>	Kentucky Department of Education (KDE) Frankfort, Kentucky	Kaycee Elessa Kentucky Department of Education (KDE)	Nov 29 2017		✓
<b>Phase III: Goal Builder for Schools_10132017_11:40</b> <i>Phase III: Goal Builder for Schools</i>	Kentucky Department of Education (KDE) Frankfort, Kentucky	Kaycee Elessa Kentucky Department of Education (KDE)	Nov 06 2017		✓



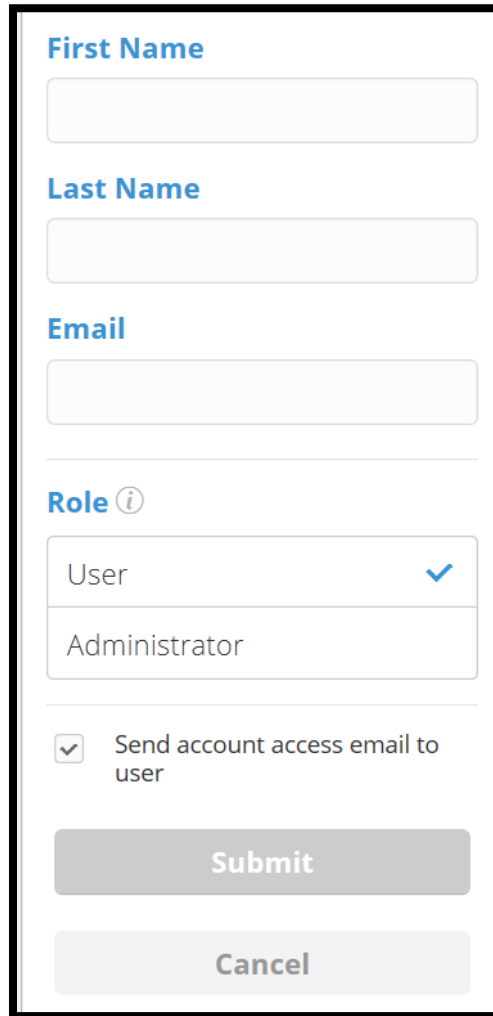
2. From the hamburger button, select *Manage Users* to start add a user.



3. Select *Add User* on the right side of the screen.



4. Complete the information in the box and select *Submit*. **NOTE:** To activate the account, users must follow the link in the email from AdvancED. Should the email not appear in the user's inbox, please double-check your email's Junk Mail folder.



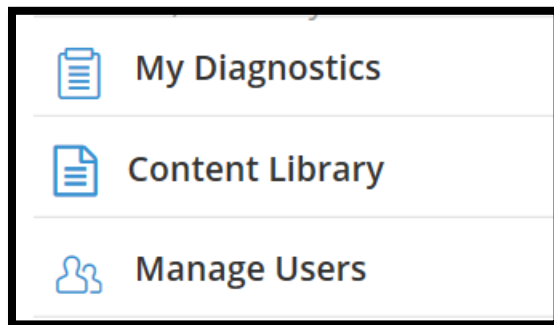
The form is a vertical rectangle with a black border. It contains the following elements from top to bottom:

- First Name**: A text input field.
- Last Name**: A text input field.
- Email**: A text input field.
- Role**: A dropdown menu with an information icon (i) to its right. The menu is open, showing two options: "User" (selected with a blue checkmark) and "Administrator".
- Send account access email to user**: A checkbox with a checkmark and the text "Send account access email to user".
- Submit**: A grey button with the text "Submit".
- Cancel**: A light grey button with the text "Cancel".

## Creating a New Diagnostic

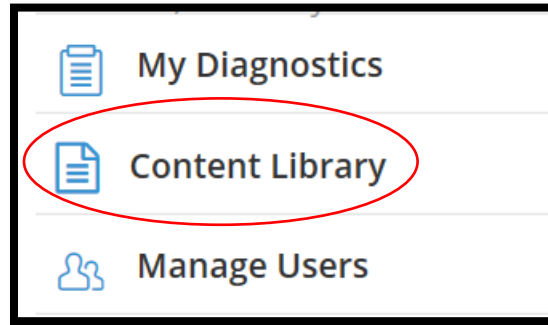
1. After having completed the login process on pages 3-4 of this user manual, you will be routed to the *My Diagnostics* page, which should resemble the image below. The hamburger button (three lines) in the upper left hand corner will allow you to start a diagnostic. Select the button and the following three options will appear: *My Diagnostics*, *Content Library*, and *Manage Users*. **Note:** If you do not see *Content Library* as an option, you do not have administrator rights. Someone with these rights in your district will need to grant administrator level access to you. Someone with those rights can start a diagnostic and anyone with user rights may edit a diagnostic that has already been created.

Name	Institution	Creator	Last Modified	Target Date	Status
<b>Phase III: Goal Builder for Districts_10132017_11:46</b> <i>Phase III: Goal Builder for Districts</i>	Kentucky Department of Education (KDE) <i>Frankfort, Kentucky</i>	Kaycee Elessa <i>Kentucky Department of Education (KDE)</i>	Mar 27 2018		✓
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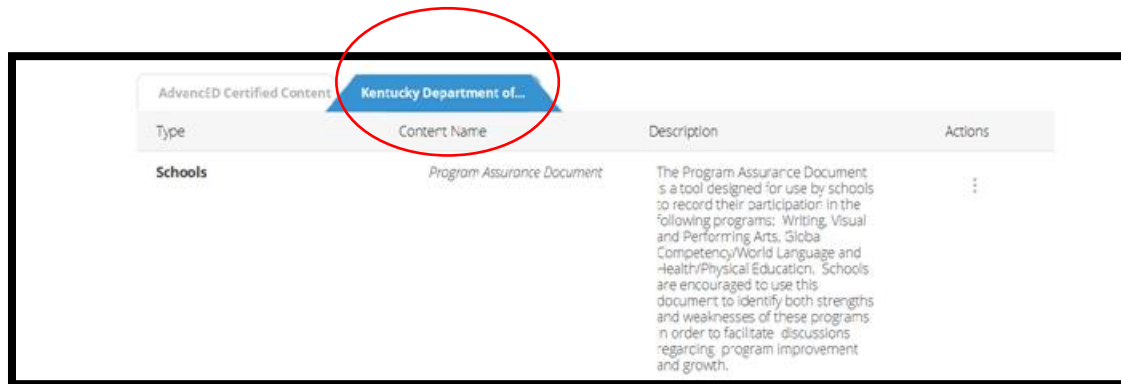




2. From the hamburger button, select *Content Library* to start a new diagnostic.



3. On the subsequent screen, you should see two tabs at the top of the page: *AdvancED Certified Content* and *Kentucky Department of Education*. Select the *Kentucky Department of Education* tab.

A screenshot of a web application interface showing a table of content. At the top, there are two tabs: 'AdvancED Certified Content' and 'Kentucky Department of...'. The 'Kentucky Department of...' tab is selected and circled in red. Below the tabs is a table with four columns: 'Type', 'Content Name', 'Description', and 'Actions'. The table contains one row of data.

Type	Content Name	Description	Actions
Schools	Program Assurance Document	The Program Assurance Document is a tool designed for use by schools to record their participation in the following programs: Writing, Visual and Performing Arts, Global Competency/World Language and Health/Physical Education. Schools are encouraged to use this document to identify both strengths and weaknesses of these programs in order to facilitate discussions regarding program improvement and growth.	⋮

4. After selecting the Kentucky Department of Education tab, locate the diagnostic you wish to start. **NOTE:** All school level diagnostics are listed as *Schools* under the Type column. All district level diagnostics are listed as *Systems* under the Type column. After locating the diagnostic you wish to complete (at the appropriate level [either Schools or Systems]), select the vertical ellipsis under the Actions column.

Type	Content Name	Description	Actions
<b>Schools</b>	<i>Program Assurance Document</i>	The Program Assurance Document is a tool designed for use by schools to record their participation in the following programs: Writing, Visual and Performing Arts, Global Competency/World Language and Health/Physical Education. Schools are encouraged to use this document to identify both strengths and weaknesses of these programs in order to facilitate discussions regarding program improvement and growth.	⋮
<b>Schools</b>	<i>KDE Continuous Improvement Diagnostic</i>	KDE Continuous Improvement Diagnostic	⋮
<b>Systems</b>	<i>CDIP Phase II: Equitable Access to Effective Educators District Diagnostic</i>	District-level diagnostic used to identify barriers and develop strategies to address student access to effective educators.	⋮

5. Rename the diagnostic to include your school's name. Specificity is key here and will allow you to easily sort through the diagnostics that your school/district collects overtime. The diagnostic template's name **cannot** be modified.

### Diagnostic Settings

**Diagnostic Name** ⓘ

2018 Commonwealth High School's Title I Annual Review

**Diagnostic Template**

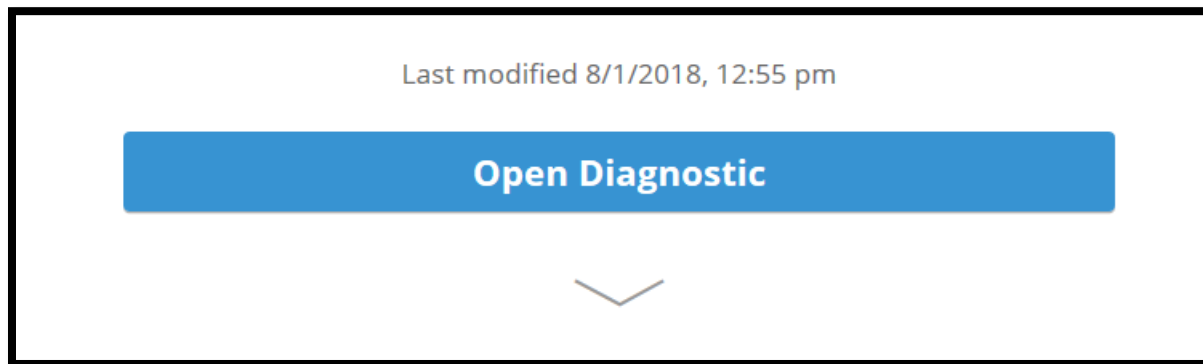
CSIP Phase II: KDE Title I Annual Review

6. Administrators can assign access to the diagnostic by entering names in the Access section. **NOTE:** Any user being assigned access here must first have been granted access to eProve to access the diagnostic. See the *Adding an eProve User* section of this for additional details.



The screenshot shows a user interface element titled "Access" in blue text. Below the title is a light gray input field containing the placeholder text "Enter names to assign access". To the right of the input field is a gray button labeled "Add". An upward-pointing chevron icon is located in the top right corner of the section.




7. To begin working on the diagnostic, select the Open Diagnostic button.



The screenshot displays a large blue button with the text "Open Diagnostic" in white. Above the button, the text "Last modified 8/1/2018, 12:55 pm" is shown in a smaller font. Below the button is a downward-pointing chevron icon.

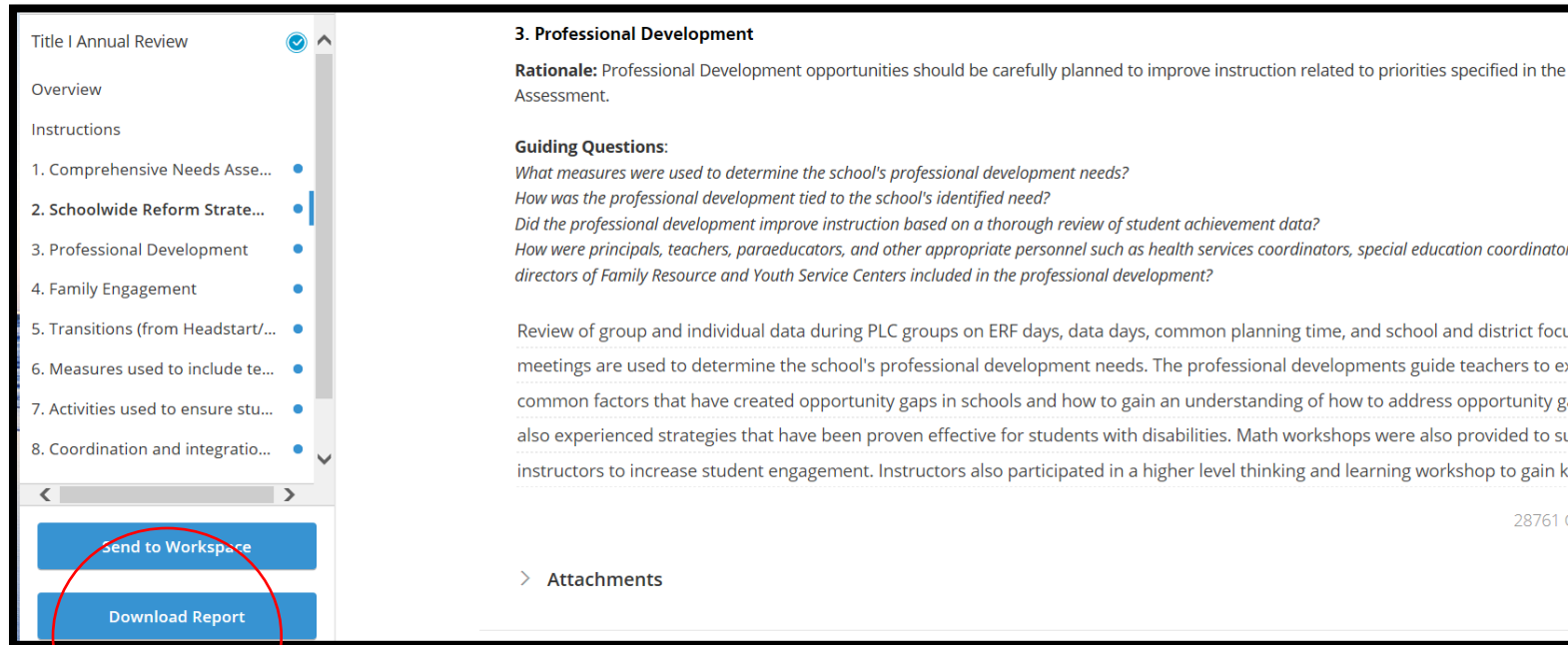
## Completing/Submitting a Diagnostic

1. To complete the report, each question **must** have a response—even if you record Not Applicable (N/A). Some responses may be as simple as selecting a checkbox. **NOTE:** Read each question carefully as some questions may require multiple responses, dates, names, detailed descriptions, etc.... In *some* instances attachments are optional; however, supporting evidence may help to your audience.
2. There is **no** submit button. If every question within that diagnostic has been answered, eProve will automatically change the status of that diagnostic to a checkmark.

My Diagnostics <span>12 diagnostics</span>		Filter by	All	Filter Icon	Search Icon
Name	Creator	Last Modified	Target Date	Status	
<b>2018 Commonwealth High School's Title I Annual Review</b> <i>CSIP Phase II: KDE Title I Annual Review</i>	Natasha Napier <i>Kentucky Department of Education (KDE)</i>	Aug 01 2018		 	
<b>KDE Continuous Improvement Diagnostic_07312018_08:31</b> <i>KDE Continuous Improvement Diagnostic</i>	Natasha Napier <i>Kentucky Department of Education (KDE)</i>	Jul 31 2018		Draft 	

## Downloading Diagnostics

To download a diagnostic for your records or for ease when posting the report to your school or district's website, select Download Report on the left side of the page. Select the PDF option and then select the Download button. Save the report.



The screenshot shows the '3. Professional Development' section of a diagnostic report. On the left sidebar, the 'Download Report' button is circled in red. The main content area displays the following text:

**3. Professional Development**

**Rationale:** Professional Development opportunities should be carefully planned to improve instruction related to priorities specified in the Assessment.

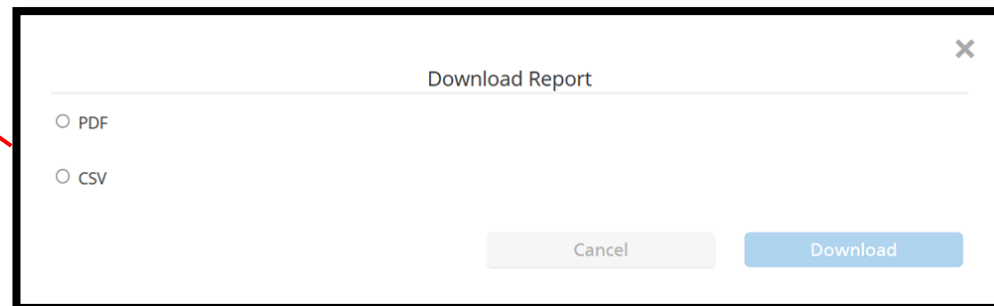
**Guiding Questions:**

- What measures were used to determine the school's professional development needs?*
- How was the professional development tied to the school's identified need?*
- Did the professional development improve instruction based on a thorough review of student achievement data?*
- How were principals, teachers, paraeducators, and other appropriate personnel such as health services coordinators, special education coordinators, directors of Family Resource and Youth Service Centers included in the professional development?*

Review of group and individual data during PLC groups on ERF days, data days, common planning time, and school and district focus meetings are used to determine the school's professional development needs. The professional developments guide teachers to explore common factors that have created opportunity gaps in schools and how to gain an understanding of how to address opportunity gaps. The school also experienced strategies that have been proven effective for students with disabilities. Math workshops were also provided to support instructors to increase student engagement. Instructors also participated in a higher level thinking and learning workshop to gain knowledge...

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> Attachments



The 'Download Report' dialog box is shown with the following options:

Download Report

- PDF
- CSV

Buttons: Cancel, Download

## eProve diagnostics Frequently Asked Questions

### 1. I am having issues logging in. What do I need to do?

If users have determined that the issue is unrelated to a lack of internet connectivity and/or have tried another browser (i.e. Chrome, Safari, Firefox, Explorer, etc....), users should contact Natasha Napier by email at [natasha.napier@education.ky.gov](mailto:natasha.napier@education.ky.gov) for additional support.

### 2. I am attempting to attach a document; however, eProve will not allow me to do so. What's wrong?

Most often the diagnostic that the user is working on has not been formally opened. Please double-check that the diagnostic has been opened by selecting the *Open Diagnostic* button while working in eProve and attempt attaching the document again.

### 3. Why can't I save what I have attached?

Please ensure that each comment box has information entered within it. Comments do not have to be detailed. A simple *Not Applicable (N/A)* is sufficient where applicable. Once each comment box has information added to it, users will be able to save attachments.

### 4. I have administrator rights; however, I cannot grant someone access to a diagnostic that he/she needs to review and/or contribute to in my district. What am I doing wrong?

If that person is an administrator at the district level, he/she already has access to view/modify it and does not require additional rights granted to him/her.

### 5. Who can lock a diagnostic? Why is it important to lock one?

Anyone with administrative rights can lock a diagnostic. Locking a diagnostic will prevent other users from modifying it.

### 6. I need help with a particular diagnostic. Who can assist me with that diagnostic's content?

If you have a question regarding any of the following diagnostics, please contact Natasha Napier by email at [natasha.napier@education.ky.gov](mailto:natasha.napier@education.ky.gov):

- Continuous Improvement Diagnostic
- The Needs Assessment for Districts/Schools
- Executive Summary for Districts/Schools
- Comprehensive Improvement Plan for Districts/Schools Closing the Achievement Gap Diagnostic
- The Superintendent Gap Assurance
- District/School Assurances

For all other diagnostics, please contact the appropriate KDE contact listed below:

- District/School Safety Report – [Victoria Fields](#)
- Title I Annual Review – [Title I, Part A Consultants](#)

- 7. As a new principal with administrator rights in eProve, I noticed that there are four former employees who are still listed as administrators for my school even though those people are no longer employees at the school. Am I allowed to delete them from my school?**

Yes, as an eProve administrator, you bear the responsibility of cleaning up and monitoring who has access to your school's diagnostics.

- 8. How do I save my diagnostic?**

Each key stroke is automatically saved without having to take any additional steps.

- 9. Who can assist me with eProve technical issues?**

Please contact Natasha Napier by email at [natasha.napier@education.kyschools.us](mailto:natasha.napier@education.kyschools.us) for any eProve technical issues.

- 10. I work for a technical school in Kentucky, but I cannot find my school listed under my district. Are technical schools included in eProve?**

Yes, all Kentucky technical schools are located under the Kentucky Tech dropdown option under Institutions.

- 11. What is the timeline for submitting diagnostics in eProve?**

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